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Intelligence Officer, GS-13

Incumbent:

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Intelligence Control Officer  
Project Initiation and Control Branch  
Reports Division (D/R), O/RR

As Intelligence Control Officer, under the general direction of the Chief, Project Initiation and Control Branch, D/R, has responsibilities involving the initiation and control of O/RR projects and has various important liaison and contact functions associated with expediting O/RR production.

As a project initiator or planner, undertakes, when directed by the Branch Chief or in his absence, interpretation of requests and definition of projects in consultation with the requesters and the producers. Sets up the problem as finally conceived with a careful statement of the scope and terms of reference and assigns the production responsibilities within O/RR, setting deadlines for contributions and for completion of the papers. Must be able to carry through the initiating and guidance of a project with a minimum of direction. This requires a capacity for careful analysis of problems as they are presented, a knowledge of O/RR capabilities and of other projects and their relative priorities, and the ability to bring together the needs of the consumer and the resources of the producer.

In order to accomplish the foregoing, must be a well-informed individual of mature judgment and constantly alert to developments of intelligence interest affecting the production of O/RR.

As a Control Officer, assumes responsibility in the Branch for setting up and maintaining all of the necessary records, controls, and procedures for providing a constant check on the status and progress of all projects, insuring their timely completion and publication. Provides the liaison

between O/RR and the Division Chiefs in carrying out these responsibilities

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and in revising priorities as new projects are accepted.

Assumes responsibility for the work-load accounting aspects of production, providing statistical studies of man-hours allocated and consumed for the information of the AD/RR.

Has primary responsibility for the control of the distribution of O/RR publications.

In performing the duties outlined above, is required to maintain liaison with the IAC agencies and others concerning their participation in or need for O/RR reports. In this connection, arranges and attends meetings as needed.

Incumbent represents D/R as Liaison Officer with D/E and serves as consultant on D/E projects that may require D/R assistance.

Acts as D/R representative on Special Projects.

Serves as Reports Review Officer when required.

As a supplementary duty, is assigned as D/R Security Officer implementing in D/R all of the applicable CIA security regulations.

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